



SCDD SPONSORSHIP POLICIES AND PROCEDURES

(as revised and approved December, 17, 2004)

The California State Council on Developmental Disabilities (SCDD) believes consumers and families should have control, choice and flexibility in the services and supports they receive. The best way to accomplish this is through increased access to knowledge on which informed choices can be based. Toward that goal, individuals and agencies may apply for Council sponsorships of up to \$999 for events that promote consumer and family self-advocacy. Priority will be given to those individuals who have not previously received an SCDD sponsorship.

A. To apply for an Individual Sponsorship you must:

1. Submit a signed written request (no faxes or emails) that is **received in the SCDD Sacramento office** (1507 21st Street, Suite 210 Sacramento, CA 95814) **at least 60 days** before the event. The request must include this information:
 - a. The name, date, location and description of the event you wish to attend;
 - b. How this event will help you be a better self-advocate, and/or how you will use this information to help yourself or others;
 - c. Your total budget for attending this event (including registration, hotel room, travel, meals, etc.) and how much money you are requesting (this amount cannot be more than your actual expenses, and no more than \$999);
 - d. A list of who else you have asked to fund your attendance at this event and what the answer was (if you are a regional center client, you must ask them about paying for you to attend conferences);
 - e. A list of other SCDD sponsorships you have asked for and/or received; and
 - f. A letter of recommendation from a local leader, agency or organization that describes how this will help you be a better self-advocate.
2. Send a short letter to SCDD after the event that describes what you learned and how this information will help you and other self-advocates. If SCDD is meeting near the city where you live, SCDD might ask you to come and speak to the Council in person to talk about what you learned.

[Additional Individual Sponsorship information is found in item C on Page 2]

B. To apply for an Agency/Organization Sponsorship you must:

1. Submit a signed written request (no faxes or emails) that is **received in the SCDD Sacramento office** (1507 21st Street, Suite 210 Sacramento, CA 95814) **at least 90 days** before the event. The request must include this information:
 - a. The name, date, location and description of your conference;
 - b. How this conference will increase the ability of consumers and family members to exercise control, choice and flexibility in the services and supports they receive, including a description of the specific way SCDD's funding would be utilized;
 - c. The number and type of expected attendees (i.e. teachers, providers, administrators, etc.), including how many are expected to be consumers and family members;
 - d. How you will conduct outreach to increase consumer and family involvement in the conference;
 - e. A complete and total budget, including the amount you are requesting (\$999 limit), details on the amount and sources of other funds solicited or obtained;
 - f. A list of other SCDD sponsorships and grants you have previously requested and/or received; and
 - g. A letter of recommendation from a consumer and/or family organization that supports your efforts to improve consumer and family self-advocacy.
2. During the event, provide acknowledgement that consumer and family participation in the event is made possible, in part, with funding from the California State Council on Developmental Disabilities.
3. After the event, submit a report to SCDD describing outcomes achieved and how consumers and families benefited.

[Additional Agency Sponsorship information is found in item C below]

C. The following policies/procedures apply to BOTH Individual and Agency Sponsorships:

1. The SCDD Executive Committee is responsible for all Sponsorship decisions.
2. All requests are subject to the availability of funds, and are paid as reimbursements in arrears, in accordance with State administrative procedures.
3. SCDD reserves the right to limit the number of individual requests to attend the same event.
4. No entity may receive more than \$999 in a fiscal year, regardless of the number of separate requests granted.